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**Air National Guard (ANG) Military Vacancy Announcement (MVA)**  
*(Must be a current ANG member only)*

**2010-239**

**PERSONNEL SUPERINTENDENT**

**PROMOTABLE MSGT - SMSGT**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 20 Dec 2010 Close of Business (COB)**

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To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4year Statutory Tour at **1AF/A1 (Tyndall AFB, FL)**. Must be Air Force Specialty Code (AFSC) **3S071/3S091**. Duties and Responsibilities: Serve as the Chief Enlisted Manager of A1, Manpower, Personnel and Services, overseeing Manpower, Personnel and Services functions that serve Regular Air Force members, Air National Guard and Air Force Reservists. Serve as the Senior Enlisted Leader for 1 AF /A1 Manpower, Personnel and Services as the Superintendent, Conus Norad Region (CONR) A1 during contingencies and exercises. Advises and provides counsel to A1 personnel regarding accurate personnel accountability for Conus Norad Region (CONR) and all assigned/gained units; assists with the management of the PERSCO/Readiness function for CONR/A1; directly coordinates with manpower, functional managers, and higher headquarters to ensure sourcing of requirements. Supports the 1 AF Svs personnel with the beddown, lodging and mortuary affairs during steady-state times only. Advises and provides counsel to A1 employees regarding policies, procedures, and directives of management. Provides leadership, advice and support which includes strategic planning, policy and standards development, resource planning, and security management and ensures the Division's support is adequate, complete and correct. Oversees, manages and coordinates operational, strategic and programmatic functions which support 1 AF missions to include DSCA and Air Sovereignty Alert (ASA) support. Completion of DSCA training, Phases I and II preferred. Should have an overall knowledge of DoD, USAF, ANG and AFRC structured missions, programs, policies, and organizational relationships and basic understanding of Joint working environment. Delivers briefings and presentations to senior officers at all NAF, MAJCOM and Combatant Commands. Must possess superb interpersonal and communicative skills, both oral and written; have the ability to establish and maintain effective working relationships, and negotiate effectively and professionally. Assists in the development of RegAF, ANG, and AFRC standards, policy, plans, and objectives responding to new and existing processes and requirements as established by the United States Air Force, National Guard Bureau, Air Force Reserve Command and Department of Defense. Oversees, advises, and executes all staff personnel actions and programs. Mentors and counsels all enlisted personnel assigned. Provides oversight and management of 120 Air Force Reservists assigned to 1st Air Force. Manages and directs personnel resource activities to ensure all military personnel are equipped, trained and ready for duty if called upon during a contingency or natural disaster. Oversees Military Appropriations Authorizations Program to facilitate the emergent, unplanned and non-recurring short-term projects with skilled manpower assets, which cannot be accomplished with assigned Regular active duty Air Force personnel. Performs other duties assigned.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**

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